

## Defined Contribution Plans Employer Resources

Great-West Retirement Services® provides the following services for Employers to assist them with administering, at the agency level, VRS sponsored defined contribution plans.

### [www.vadcp.com](http://www.vadcp.com)<sup>1</sup>

Use the Web site to:

- View plan information
- Download forms
- Download publications
- View the Regional Enrollment and Education Meeting (REEM) schedule

### On-Site Services for Employees

Employers may schedule the following services for their location:

- Deferred Compensation/Cash Match Plan enrollment presentations
- Any of the REEM topics can be presented at the employer's location
- One-on-one account reviews for individuals
- Benefit fairs
- Special conferences and events

### Regional Enrollment and Larger Education Meetings

Please ask about hosting a REEM at your facility. These comprehensive workshops include the following group presentations:

- Introduction to the 457 Deferred Compensation Plan
- Account Management Strategies and Tools
- Retirement Planning and Distribution Options

### Plan Service Center

- Online contribution processing
- View detailed participant information, such as account detail, contributions and transfers
- Flexible plan and participant level reports available for easy download

### Local Service Center

Contact the Local Service Center for:

- Forms and publications
- Participant related questions

- Distributions
- On-site service requests
- REEM presentation scheduling

### Local Service Center Address

1108 East Main Street, Suite 1102  
Richmond, VA 23219

### Local Service Center Contact Information

Toll free: (866) 226-6682, option 2

Local: (804) 643-1882

Fax: (804) 643-8200

Office hours: Monday through Friday

8:00 a.m.–5:00 p.m. Eastern Time

### Great-West Representatives Dedicated to the Virginia Plans<sup>2</sup>

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<sup>1</sup> Access to the Web site may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

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